



SunLine Services Group
June 20, 2018
12:00 p.m.

AGENDA

**Regular Board of Directors Meeting
Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276**

In compliance with the Brown Act and Government Code Section 54957.5, agenda materials distributed 72 hours prior to the meeting, which are public records relating to open session agenda items, will be available for inspection by members of the public prior to the meeting at SunLine Transit Agency's Administration Building, 32505 Harry Oliver Trail, Thousand Palms, CA 92276 and on the Agency's website, www.sunline.org.

In compliance with the Americans with Disabilities Act, Government Code Section 54954.2, and the Federal Transit Administration Title VI, please contact the Clerk of the Board at (760) 343-3456 if special assistance is needed to participate in a Board meeting, including accessibility and translation services.

Notification of at least 48 hours prior to the meeting time will assist staff in assuring reasonable arrangements can be made to provide assistance at the meeting.

ITEM

RECOMMENDATION

- | | |
|--|-----------------------|
| 1. CALL TO ORDER | |
| 2. FLAG SALUTE | |
| 3. ROLL CALL | |
| 4. PRESENTATIONS | |
| 5. FINALIZATION OF AGENDA | |
| 6. APPROVAL OF MINUTES –
MAY 23, 2018 BOARD MEETING | APPROVE
(PAGE 3-5) |
| 7. PUBLIC COMMENTS | RECEIVE COMMENTS |

NON AGENDA ITEMS

Members of the public may address the Board regarding any item within the subject matter jurisdiction of the Board; however, no action may be taken on off-agenda items unless authorized. Comments shall be limited to matters not listed on the agenda. Members of the public may comment on any matter listed on the agenda at the time that the Board considers that matter. Each person's presentation is limited to a maximum of three (3) minutes.

ITEM

RECOMMENDATION

8. BOARD MEMBER COMMENTS

RECEIVE COMMENTS

9. CONSENT CALENDAR

RECEIVE & FILE

All items on the Consent Calendar will be approved by one motion, and there will be no discussion of individual items unless a Board Member requests a specific item be pulled from the calendar for separate discussion. The public may comment on any item.

9a) Checks \$1,000 and Over Report for April 2018

(PAGE 6-7)

9b) Monthly Budget Variance Report for April 2018

(PAGE 8-10)

9c) Taxi Vehicle/Rides Analysis May 2018

(PAGE 11-13)

9d) Metric (Taxi Expense vs Taxi Revenue) April 2018

(PAGE 14-15)

**10. SUNLINE REGULATORY ADMINISTRATION
FY 2018/19 BUDGET**

ACTION
(PAGE 16-28)

(Robert Radi, Chair of Taxi Committee;

Staff: Jeanette Juarez, Budget Manager/Financial Analyst)

11. GENERAL COUNSEL

12. NEXT MEETING DATE

July 25, 2018

12 p.m. – Board Room

32-505 Harry Oliver Trail

Thousand Palms, CA 92276

13. ADJOURN

MINUTES

SunLine Services Group Board of Directors Meeting May 23, 2018

A regular meeting of the SunLine Services Group Board of Directors was held at 12:01 p.m. on Wednesday, May 23, 2018 in the Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

1. CALL TO ORDER

The meeting was called to order at 12:01 p.m. by Chairperson Russell Betts.

2. FLAG SALUTE

Vice Chairman Strange led the Pledge of Allegiance.

3. ROLL CALL

Members Present:

Russell Betts, Chair, SunLine Agency Board Member, City of Desert Hot Springs
Troy Strange, Vice Chair, SunLine Agency Board Member, City of Indio
Greg Pettis, SunLine Agency Board Member, City of Cathedral City
Robert Radi, SunLine Agency Board Member, City of La Quinta
Kathleen Kelly, SunLine Agency Board Member, City of Palm Desert
V. Manuel Perez, SunLine Agency Board Member, County of Riverside
Ty Peabody, SunLine Agency Board Member, City of Indian Wells
Geoff Kors, SunLine Agency Board Member (Alternate), City of Palm Springs
G. Dana Hobart, SunLine Agency Board Member, City of Rancho Mirage

Members Absent:

Emmanuel Martinez, SunLine Agency Board Member, City of Coachella

4. PRESENTATIONS

No presentations.

5. FINALIZATION OF AGENDA

No changes to the agenda.

6. APPROVAL OF MINUTES – APRIL 25, 2018 BOARD MEETING

SunLine Services Group Board Member Radi moved to approve the minutes of the April 25, 2018 Board meeting. The motion was seconded by SunLine Services Group Board Member Kelly. The motion was approved by a vote of 7 yes; 0 no; 2 abstain

7. PUBLIC COMMENTS

Public comments were made by:

Michel Brock, Yellow Cab of the Desert

8. BOARD MEMBER COMMENTS

None.

9. CONSENT CALENDAR

- a) Checks \$1,000 and Over Report for March 2018
- b) Monthly Budget Variance Report for March 2018
- c) Taxi Vehicle/Rides Analysis April 2018
- d) Metric (Taxi Expense vs Taxi Revenue) March 2018

SunLine Services Group Board Vice-Chair Strange moved to approve the consent calendar. The motion was seconded by SunLine Services Group Board Member Radi. The consent calendar was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

10. APPROVE RESOLUTION NO. 085 TEMPORARILY SUSPENDING THE ENFORCEMENT OF THE AGE LIMIT FOR VEHICLES USED IN TAXICAB TRANSPORTATION SERVICES

Taxi Committee Chair Radi reported that this item was drafted following discussion and direction given to staff at the Committee meeting and they unanimously supported the item. SunLine Services Group Board Member Radi motioned to approve Resolution No. 085 Temporarily Suspending the Enforcement of the Age Limit for Vehicles Used in Taxicab Transportation Services and the motion was seconded by Board Member Peabody. The motion carried by a unanimous vote of 9 yes; 0 no; 0 abstain

11. SUNLINE REGULATORY ADMINISTRATION DRAFT FY19 BUDGET

The FY19 budget for the SunLine Regulatory Administration was presented in draft format for the Board's discussion. Board Members were notified that approval on this item will occur at the June Board Meeting.

12. GENERAL COUNSEL

Legal counsel provided a memo in regards to AB 1069 for the Board's reference.

13. NEXT REGULAR BOARD MEETING DATE

Wednesday, June 20, 2018 at 12:00 p.m.
SunLine Transit Agency Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

14. MEETING ADJOURNMENT

The meeting was adjourned at 12:15 p.m.

Respectfully Submitted,

Brittney B. Sowell
Clerk of the Board

SunLine Services Group
CONSENT CALENDAR

DATE: June 20, 2018

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: SSG/SRA Checks \$1,000 and Over Report for April 2018

Summary:

The checks \$1,000 and over report lists all of the checks processed at the Agency with a value of over \$1,000 for a given month. Items identified in bold font represent "pass through" payments that were, or will be, reimbursed to SunLine under the provisions of specific grants or contracts. Items identified with underlines represent "shared" payments with SunLine and specific vendors/employees.

- For the month of April, one payment represents reimbursements made to Sunline Transit Agency (STA) for SunLine Regulatory Administration (SRA) employees paid through the regular payroll process. Additionally, it includes payments made to STA for allocations of overhead costs for SRA operations.

Recommendation:

Receive and file.

**SunLine Regulatory Administration
Checks \$1,000 and Over
For the month of April 2018**

NOTE: 1). Bold check payments represent "pass through" payments that were, or will be reimbursed to SunLine under the provisions of specific grants or contracts. 2). Underlined check payments represent "shared" payments with SunLine and specific vendors/employees.

Vendor Name	Description	Check #	Payment Date	Payment Amount
SUNLINE TRANSIT AGENCY	Payroll Liabilities 04/20/18	90502	04/23/2018	5,087.34
SUNLINE TRANSIT AGENCY	Payroll Liabilities 04/06/18	90497	04/06/2018	4,775.98
SUNLINE TRANSIT AGENCY	Apr 2018 Overhead Allocations	90501	04/13/2018	2,371.67
Total Checks Over \$1,000	\$12,234.99			
Total Checks Under \$1,000	\$666.97			
Total Checks	\$12,901.96			

SunLine Services Group
CONSENT CALENDAR

DATE: June 20, 2018

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Monthly Budget Variance Report for April 2018

Summary:

The budget variance report compares revenues and expenses to the respective line item budgets. The report identifies current monthly revenues and expenses as well as year to date (YTD) values. The current monthly budget values are calculated by taking 1/12th of the annual budget and the YTD budget values are calculated by dividing the yearly budget by the number of months progressed through the fiscal year.

- As of April 30, 2018, the organization's revenues are \$6,752 under budget or 3.2% below the YTD budget. Expenditures are \$12,806 under budget or 6.1% below the YTD budget.
- The net operating Gain (Loss) after expenses is \$6,054.

Recommendation:

Receive and file.

SunLine Regulatory Administration
Budget Variance Report
April 2018

Description	FY 18 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 18 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
Revenues:								
Meter Readings	156,497	12,902	13,041	(139)	123,143	130,414	(7,272)	21.3%
Revenue Fines	2,000	150	167	(17)	2,826	1,667	1,160	-41.3%
New Driver Permit Revenue	4,000	180	333	(153)	6,480	3,333	3,147	-62.0%
Driver Transfer Revenue	850	0	71	(71)	850	708	142	0.0%
Driver Renewal Revenue	9,200	550	767	(217)	5,800	7,667	(1,867)	37.0%
Driver Permit Reinstatement/Replacement	150	0	13	(13)	15	125	(110)	90.0%
Vehicle Permit Revenue	80,900	8,825	6,742	2,083	65,450	67,417	(1,967)	19.1%
Other Revenue	-	0	0	0	15	0	15	-100.0%
Total Revenue	253,597	22,607	21,133	(1,474)	204,579	211,331	(6,752)	19.3%
Expenses:								
Salaries and Wages	104,987	12,115	8,749	(3,366)	99,335	87,489	(11,846)	5.4%
Fringe Benefits	69,092	5,078	5,758	680	51,692	57,577	5,884	25.2%
Services	48,300	1,809	4,025	2,216	26,789	40,250	13,461	44.5%
Supplies and Materials	5,203	465	434	(31)	3,890	4,336	446	25.2%
Utilities	4,258	355	355	0	3,548	3,548	0	16.7%
Casualty and Liability	12,112	1,009	1,009	0	10,093	10,093	0	16.7%
Taxes and Fees	20	7	2	(5)	273	17	(257)	-1267.3%
Miscellaneous	9,625	65	802	737	2,904	8,021	5,117	69.8%
Total Expenses	253,597	20,902	21,133	231	198,525	211,331	12,806	21.7%
Total Operating Surplus (Deficit)	\$ -	\$ 1,705			\$ 6,054			

Budget Variance Analysis - SunLine Regulatory Administration

Revenue - Unfavorable

- Taxi revenues are heavily influenced by the seasonal decline during the summer months. The surplus in the peak months will help decrease the unfavorable balance. As of YTD Fiscal Year 2017/18 there is a decrease of 74,594 Taxi Trips compared to the YTD Fiscal Year 2016/17.

Taxi Trips				
	FY17-Apr	FY18-Apr	Variance	%Δ
Trips	38,430	25,793	(12,637)	-32.9%

Taxi Trips				
	YTD-FY17	YTD-FY18	Variance	%Δ
Trips	320,509	245,915	(74,594)	-23.3%

- Vehicle permit revenue has an unfavorable variance due to a decrease in permitted taxi cabs. In Fiscal Year 2016/17 there were 150 permitted taxicabs. In Fiscal Year 2017/18 there are 123 permitted taxi cabs. In Fiscal Year 2017/18 the franchises have not been putting as many vehicles on the road due to reduced demand and difficulty obtaining drivers.

Salaries and Wages - Unfavorable

- Allocated salary expenses have been higher October through April to assist with Agency needs.

Fringe Benefits - Favorable

- Fringe benefit savings are attributed to lower balances for accrual expenses.

Services - Favorable

- The favorable variance is primarily attributed to actual legal and auditing service costs being lower than the budgeted amount.

Supplies and Materials - Favorable

- The favorable variance is mainly attributed to savings in office supply costs, and repair part expenses.
- The unfavorable variance in April is due to an order of Taxi Permit Stickers that had to be purchased.

Utilities - Favorable

- Utility expenses are within an acceptable range of the budget.

Casualty and Liability - Favorable

- Casualty and liability expenses are within an acceptable range of the budget.

Taxes and Fees - Unfavorable

- The unfavorable variance is attributed to the California User Fuel Tax. The tax was determined after an audit of usage from 01/01/14 to 12/31/16. A \$249.19 payment was made to the state board of equalization.

Miscellaneous - Favorable

- The favorable balance is mainly attributed to travel and training expenses not yet incurred, and lower bank adjustment fees.

SunLine Services Group**CONSENT CALENDAR**

DATE: June 20, 2018

RECEIVE & FILETO: Taxi Committee
Board of Directors

RE: Taxi Vehicle/Rides Analysis May 2018

Summary:

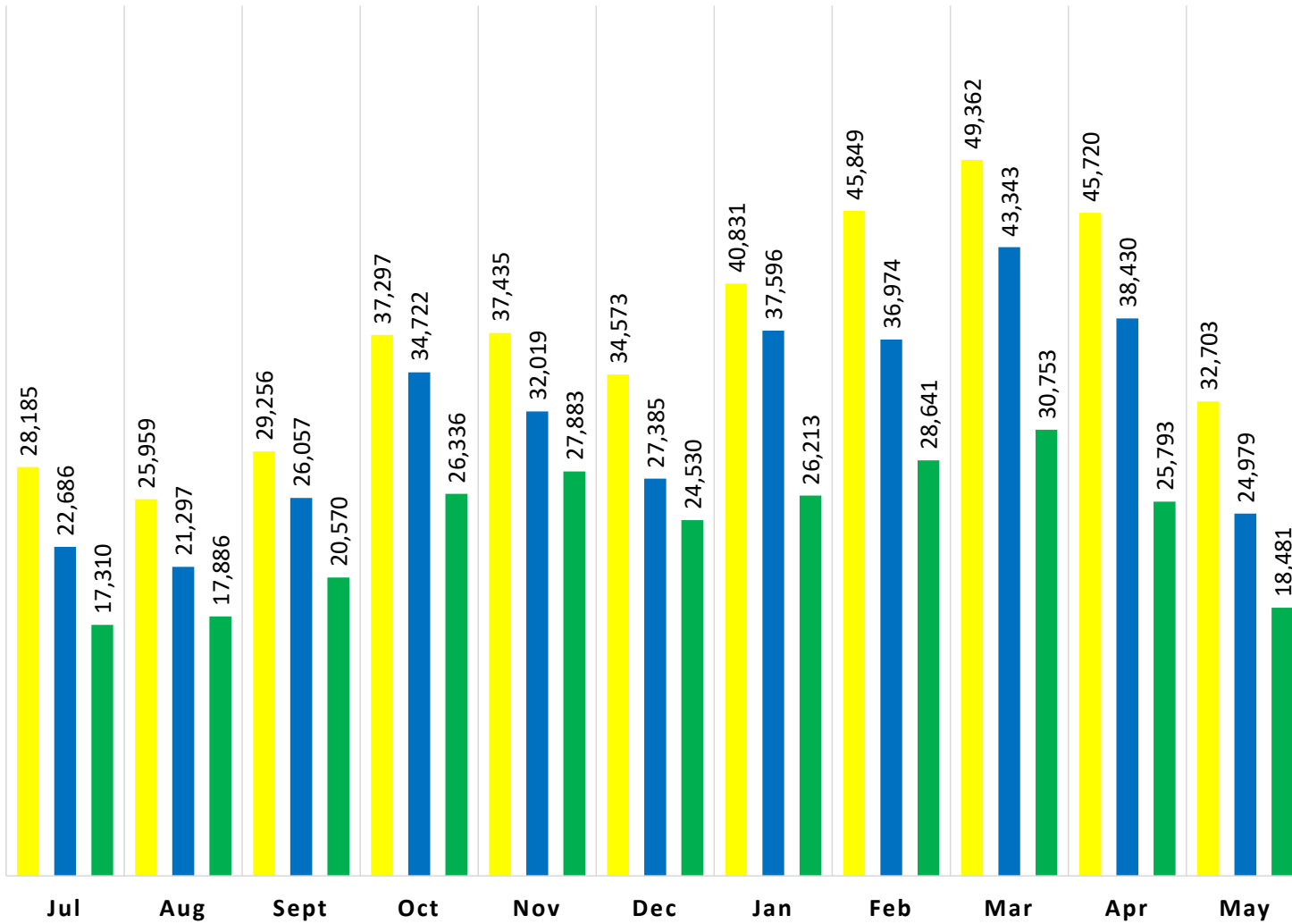
The attached report summarizes the total number of taxi trips generated in the Coachella Valley for each month of the current fiscal year. A second graph shows the total taxi trips for the current fiscal year compared to the two previous fiscal years. The graph illustrates a steady decline in taxi demand. Taxi trips in May 2018 decreased from April 2018 by 7,312 trips. May is the first "off-season" month of the year. Taxi demand is expected to decrease during the upcoming summer months.

Recommendation:

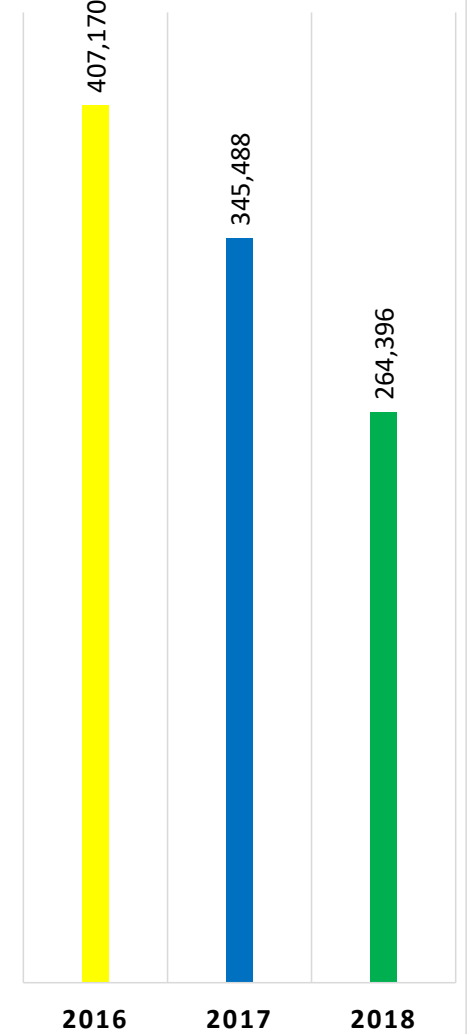
Receive and file.

Number of Taxi Trips - May 2018

2016 2017 2018



FY Year to Date No. of Taxi Trips



Measures the total number taxi trips taken year to date for FY 2016, 2017 and 2018.

MAY 2018 TRIPS PER VEHICLE
(business volumes, averaged values)

COMPANY	# OF CABS WORKED	# OF TRIPS	% OF BIZ	AVG. TRIPS CAB	AVG. TRP DAY	31
AMERICAN CAB	25	5905	32.0%	236.20	7.62	
DESERT CITY CAB	31	4535	24.5%	146.29	4.72	
YELLOW CAB OF THE DESERT	43	8041	43.5%	187.00	6.03	
	99	18481	100.00%	186.68	6.02	

SunLine Services Group
CONSENT CALENDAR

DATE: June 20, 2018

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Metric (Taxi Expense vs Taxi Revenue) April 2018

Summary:

The graph displays revenue and expenses for the current month and two previous months. Revenues are generated by surcharge fees, vehicle permit fees and driver permit fees. Expenses display the total operational costs for SunLine Services Group.

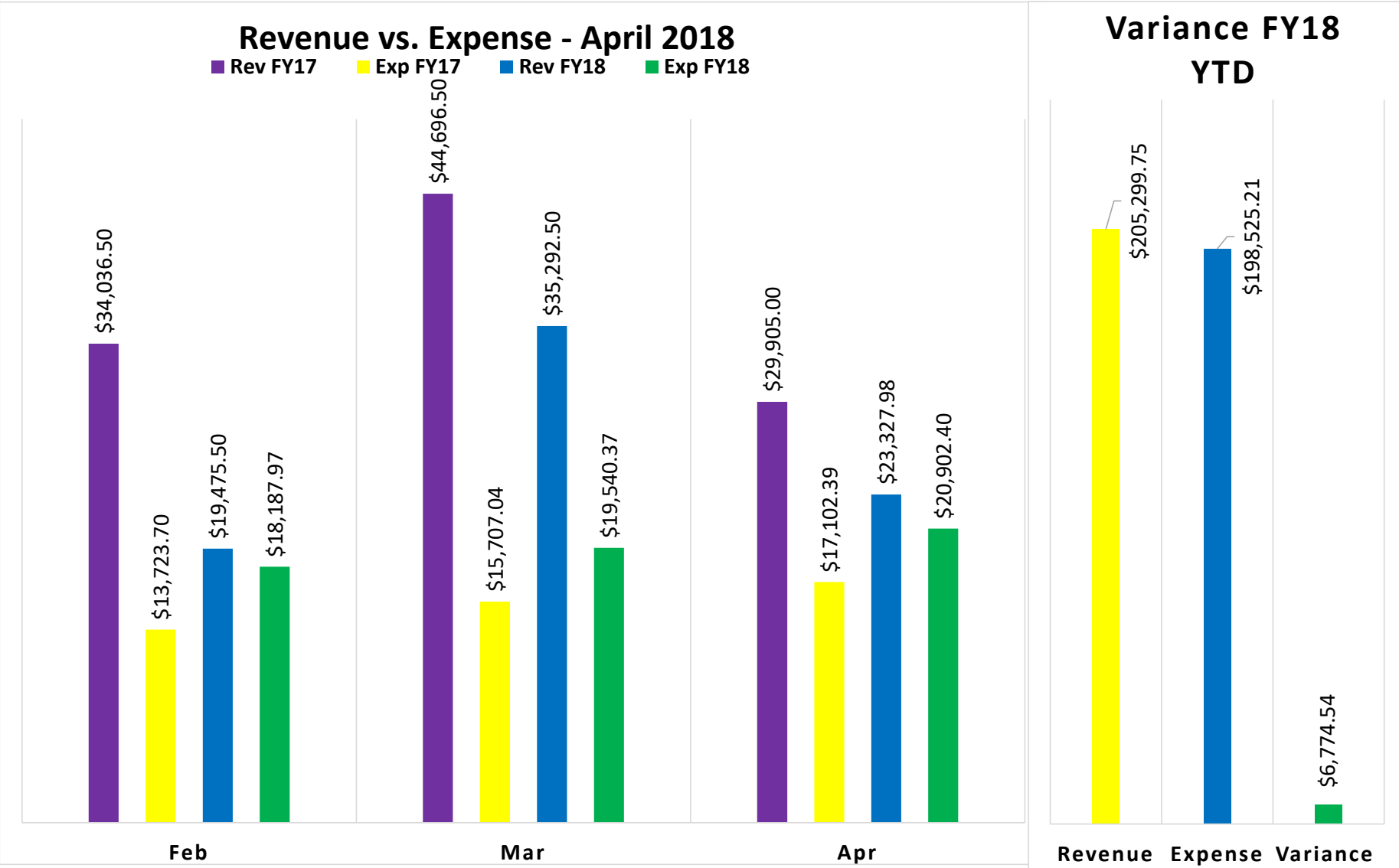
Variance graph displays the total variance between revenue and expense occurring to date for the current fiscal year.

May is the first “off-season” month of the year. There were 6,498 less taxi trips generated in May 2018 versus May 2017

Revenue for the month of May 2018 was \$2,498 greater than expenses. Previously implemented cost savings measures resulted in the positive variance for this month.

Recommendation:

Receive and file.



Measuring the health of the FY18 SRA budget by monitoring expenses and revenue

SunLine Services Group

DATE: June 20, 2018 **Action**

TO: Taxi Committee
Board of Directors

FROM: Jeanette Juarez, Budget Manager/Financial Analyst

RE: [SunLine Regulatory Administration FY 2018/19 Budget](#)

Recommendation

Recommend that the Board of Directors adopt the proposed FY 2018/19 Budget.

Background

In accordance with the SunLine Services Group (SSG) Joint Powers Agreement, the Board of Directors must approve an annual budget for SunLine Regulatory Administration (SRA). The FY 2018/19 budget was brought before the Taxi Committee on May 14, 2018, for discussion before the required approval in June. At the Taxi Committee meeting, staff answered any questions and presented the Taxi Committee with a timeline which included the flexibility for any required special meetings that the Taxi Committee deemed necessary.

The FY 2018/19 SRA budget reflects revenue estimates based on a continued decrease in trips. The increase in expenses is primarily attributed to increased service fees, wages and fringe, and casualty and liability costs.

- Proposed Expenses in FY 2018/19 \$314,012
- Estimated Revenues in FY 2018/19 \$185,941
- Will use SRA reserve account to balance the deficit

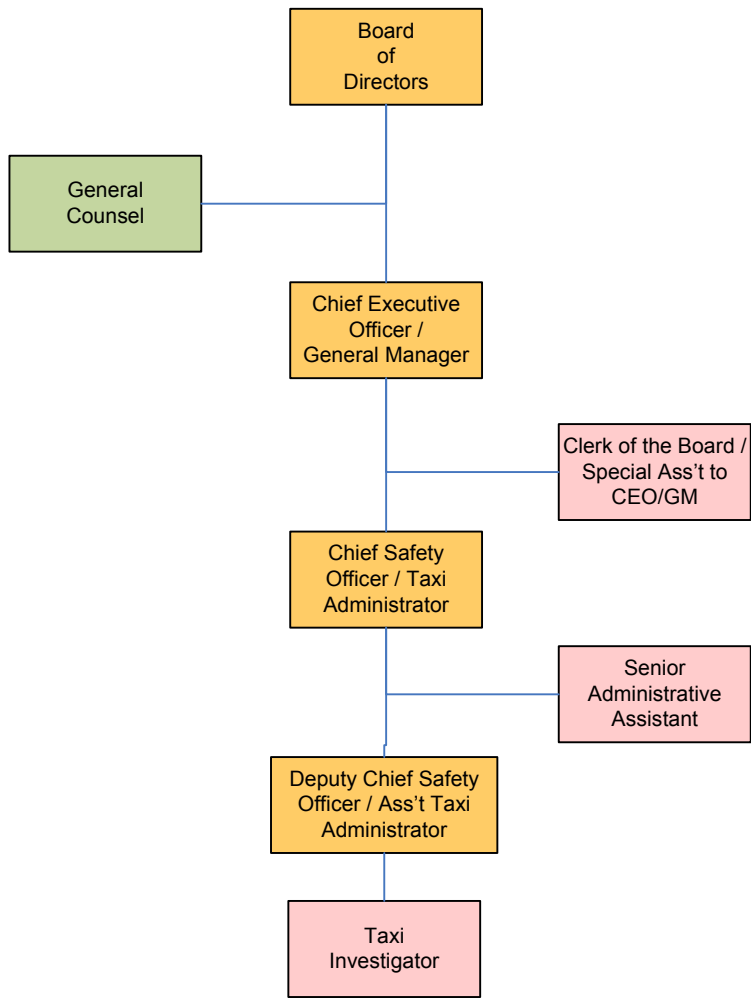
Financial Impact

The proposed budget is generated based on an expected collection of revenue to sustain SRA's regulatory mandate provided by the SSG Ordinance.



SUNLINE REGULATORY ADMINISTRATION

**SUNLINE REGULATORY ADMINISTRATION BUDGET
FY 2018/2019**





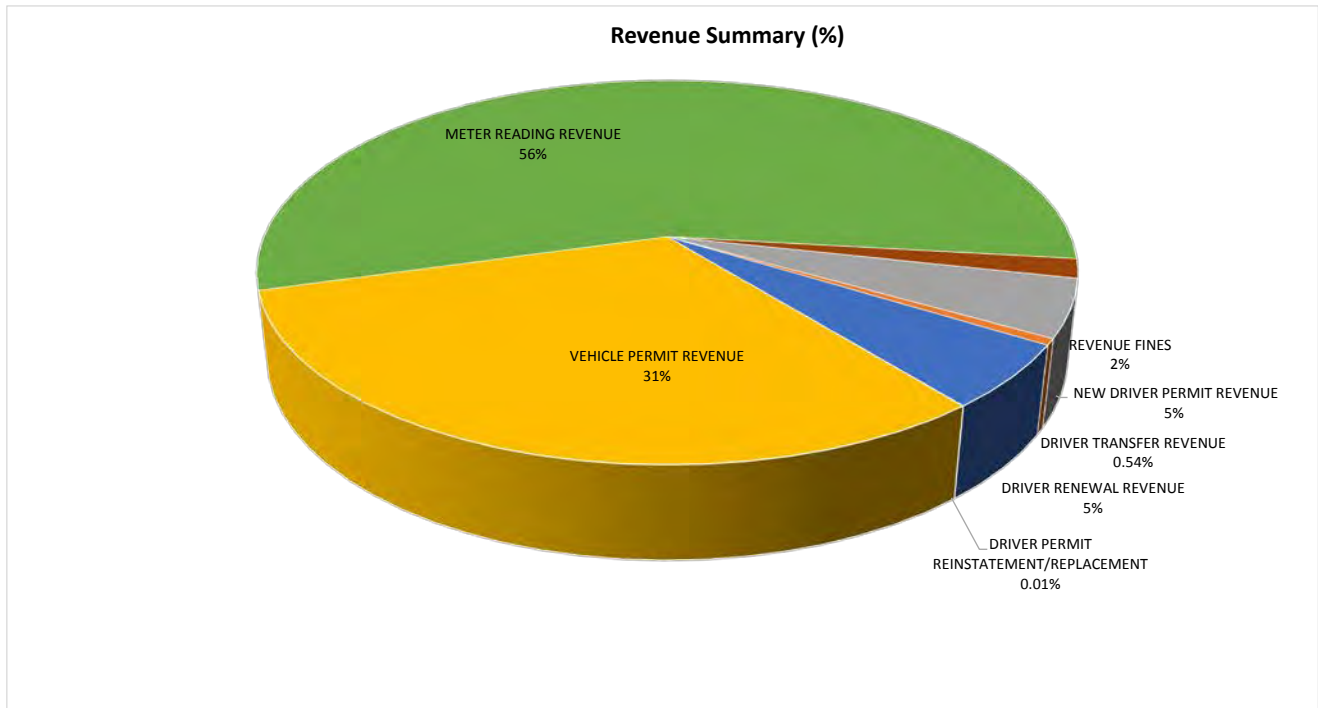
FUNCTIONS & RESPONSIBILITIES

Taxi regulation oversight includes, but is not limited to, responsibility for day-to-day regulatory functions of the Coachella Valley taxicab industry. These functions include driver testing, driver permit issuance, issuance of annual taxicab company licenses, suspension and revocation of permits and licenses and complaint investigation. The SRA Taxicab Administrator handles adjudication of taxicab license and taxicab driver permit cases with appeals processed through the SSG guidelines and policies.

FY 19 GOALS & OBJECTIVES

- Amend Taxi Ordinance 2016 to increase safety for passengers and provide franchises opportunities to lower costs
- Explore possibilities of enforcing regulations regarding TNC's
- Reduce contingency funds to comply with Board approved amounts
- Lower costs for new and renewing taxi drivers

REVENUE SUMMARY



Sources of Funding (Operating)	FY 18 Approved Budget	FY 18 Estimates	FY 18 Variance	FY 19 Proposed Budget	FY 19 Variance
4010101100 METER READING REVENUE	156,497	146,987	(9,510)	104,674	(51,823)
4010101200 REVENUE FINES	2,000	3,568	1,568	3,000	1,000
4010101300 VEHICLE INSPECTION REVENUE	-	-	-	-	-
4010101400 VEHICLE REINSPECTION REVENUE	-	-	-	-	-
4010101500 NEW DRIVER PERMIT REVENUE	4,000	8,400	4,400	9,000	5,000
4010101600 DRIVER TRANSFER REVENUE	850	1,457	607	1,000	150
4010101700 DRIVER RENEWAL REVENUE	9,200	7,000	(2,200)	10,000	800
4010101750 DRIVER PERMIT REINSTATEMENT/REPLACEMENT	150	26	(124)	25	(125)
4010101900 VEHICLE PERMIT REVENUE	80,900	56,625	(24,275)	58,242	(22,658)
4010102200 OTHER REVENUE	-	30	30	-	-
Total Revenue	253,597	224,094	(29,503)	185,941	(67,656)

Notes:

- The FY 18 variance reflects the difference between FY 18 estimated actuals and FY 18 approved budget. The FY 19 variance indicates the difference between FY 19 proposed budget and FY 18 approved budget.

Taxi Fees

Taxi fees are approved in a yearly resolution which is presented at the June board meeting. The approved fees are evaluated to ensure any increases are reasonably imposed solely to recover the actual costs of regulating taxicabs within the Coachella Valley. The following represents the suggested fees for Fiscal Year 2019 used in the calculation of the proposed budget.

Fees	FY 18 Approved Fees	FY 19 Proposed Fees	Variance
Maximum Base Rate	3	3	-
Driver Permit New	90	90	-
Driver Permit Renewal	50	50	-
Driver Transfer Fee	50	50	-
Driver Permit Reinstatement Fee	25	25	-
Driver Permit Replacement	5	5	-
Vehicle Inspection Per Vehicle Bi-Annual	50	50	-
Vehicle Re-Inspection Fee	50	50	-
Vehicle Permit - new	600	600	-
Vehicle Permit renewal	600	600	-
Vehicle Permit Alt Fuel, Hybrid, Ada - renewal	450	450	-
Vehicle Permits Re-Insertion	65	65	-
Late Fee (for late payment of invoices)	29	29	-
Appeal Fee	100	100	-

Notes:

- Late fees shall be assessed at \$29.00 per day for a maximum of \$116 per occurrence.

SUNLINE SERVICES GROUP

EXPENSE SUMMARY

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimated Actuals	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010201600 ADMIN SALARIES	120,573	108,789	73,132	69,158	75,099	5,941
5010201610 ADMIN SALARIES-OT	-	1,313	-	1,250	-	(1,250)
5010700000 ALLOCATED SALARIES	16,790	4,085	43,161	34,579	37,456	2,877
5029999999 TOTAL FRINGE BENEFITS	135,292	52,395	61,610	69,092	70,138	1,046
5030103240 BACKGROUND CHECK SERVICES	2,353	4,070	4,051	4,500	4,500	-
5030300005 LEGAL SERVICES - GENERAL	-	3,482	16,435	28,500	78,500	50,000
5030300010 COMPUTER/NETWORK SUPPORT	-	-	-	-	-	-
5030300015 COMPUTER SUPPLIES	-	-	-	2,000	-	(2,000)
5030303240 OTHER PROFESSIONAL SERVICES	4,550	-	-	-	-	-
5030303310 AUDIT SERVICES - EXTERNAL	-	-	6,708	10,000	10,000	-
5030400000 TEMPORARY HELP SERVICES	-	25,817	4,368	-	-	-
5030500000 MAINTENANCE CONTRACTS	755	336	331	1,000	1,000	-
5039900006 OUTSIDE REPAIRS-TAXI	314	59	100	1,000	1,000	-
5039903800 OTHER SERVICES	650	675	567	1,500	1,000	(500)
5040101000 FUEL-CNG	608	638	595	1,000	1,000	-
5040404300 OFFICE SUPPLIES	2,655	1,691	3,041	2,200	2,200	-
5049900002 POSTAGE	994	283	300	300	300	-
5049900026 FACILITY MAINTENANCE	-	432	519	519	519	-
5049900032 REPAIR PARTS- TAXI VEHICLES	4,467	470	507	984	1,000	16
5050200001 UTILITIES	-	4,325	3,981	3,981	3,721	(260)
5050200003 TRASH PICK-UP	994	259	277	277	295	18
5050200006 COMMUNICATIONS	2,982	2,000	-	-	800	800
5060100000 INSURANCE-PHYSICAL DAMAGE	-	399	400	400	239	(161)
5060300000 INSURANCE-GENERAL LIABILITY	3,148	2,570	2,487	2,487	4,028	1,541
5060401000 INSURANCE PREMIUM WC	166	8,877	9,225	9,225	13,507	4,282
5079900000 FUEL TAXES	8	8	356	20	20	-
5090100000 DUES, MEMBERSHIPS & SUBSCRIPTIONS	724	724	1,380	725	790	65
5090200000 TRAVEL AND TRAINING	-	-	2,279	5,000	5,000	-
5090200001 DRIVER TRAINING/EVENTS	-	-	-	-	-	-
5090200002 MILEAGE REIMBURSEMENT	-	-	-	100	100	-
5090801000 BANK SERVICE FEES	-	-	968	3,000	1,000	(2,000)
5099900001 STAFF DEVELOPMENT	2,418	-	796	800	800	-
5099905990 MISCELLANEOUS EXPENSE	3,071	1,980	-	-	-	-
Total Expenses	303,513	225,677	237,573	253,597	314,012	60,415

Notes

- Added Bank Services and Fees account to replace
- Allocated overhead distributed across corresponding expense accounts per auditor recommendation.

SUNLINE SERVICES GROUP

PERSONNEL SUMMARY

FY 19 Physical Count	Classification	FY 18 Authorized FTEs	FY 19 Requested FTEs	Variance
1	Chief Safety Officer/Taxi Administrator	0.25	0.25	0.00
1	Deputy Chief Safety Officer/Asst. Taxi Administrator	0.25	0.25	0.00
1	Senior Administrative Assistant	1.00	1.00	0.00
1	Taxi Investigator	1.00	1.00	0.00
4	Total FTEs	2.50	2.50	0.00

Notes

- Taxi Administrator responsibilities added to the Chief and Deputy Chief Safety Officers in lieu of filling one FTE for the Taxi Administrator position. The total resulting impact is three quarters of an FTE (.75) in payroll allocations from SunLine Transit Agency.

SUNLINE SERVICES GROUP DETAIL

Division 96

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010201600 ADMIN SALARIES	69,158	75,099	5,941
5010201610 ADMIN SALARIES-OT	1,250		(1,250)
5010700000 ALLOCATED SALARIES	34,579	37,456	2,877
5029999999 TOTAL FRINGE BENEFITS	69,092	70,138	1,046
Sub-total	174,079	182,693	8,614
5030103240 BACKGROUND CHECK SERVICES			
Costs related to processing new applicants	4,500	4,500	-
Sub-total	4,500	4,500	-
5030300005 LEGAL SERVICES - GENERAL			
General counsel	28,500	28,500	-
Amend Taxi Ordinance	-	50,000	50,000
Sub-total	28,500	78,500	50,000
5030300015 COMPUTER SUPPLIES			
Replacement of laptops, tablets and other electronics as needed	2,000	-	(2,000)
Sub-total	2,000	-	(2,000)
5030303310 AUDIT SERVICES - EXTERNAL			
Fiscal year financial statement audit	10,000	10,000	-
Sub-total	10,000	10,000	-
5030500000 MAINTENANCE CONTRACTS			
Copier related expenses	1,000	1,000	-
Sub-Total	1,000	1,000	-
5039900006 OUTSIDE REPAIRS-TAXI			
Maintenance costs for vehicles	1,000	1,000	-
Sub-Total	1,000	1,000	-
5039903800 OTHER SERVICES			
Board member compensation for SSG taxi committees	1,000	1,000	-
Security backup or temporary help for major events	500	-	(500)
Sub-total	1,500	1,000	(500)
5040101000 FUEL-CNG			
Fuel for vehicles	1,000	1,000	-
Sub-total	1,000	1,000	-
5040404300 OFFICE SUPPLIES			
Office supplies	2,200	2,200	-
Sub-total	2,200	2,200	-

SUNLINE SERVICES GROUP DETAIL

Division 96

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5049900002 POSTAGE			
Postage and mailing expenses	300	300	-
Sub-total	300	300	-
5049900026 FACILITY MAINTENANCE			
Allocation from SunLine Transit Agency for materials required to maintain the building	519	519	-
Sub-total	519	519	-
5049900032 REPAIR PARTS- TAXI VEHICLES			
Anticipated repair costs for aging vehicles	984	1,000	16
Sub-total	984	1,000	16
5050200001 UTILITIES			
Allocation from SunLine Transit Agency for utilities used for the administration building	3,981	3,721	(260)
Sub-total	3,981	3,721	(260)
5050200003 TRASH PICK UP			
Allocation from SunLine Transit Agency for trash removal services	277	295	18
Sub-total	277	295	18
5050200006 COMMUNICATIONS			
Cellular services	-	800	800
Sub-total	-	800	800
5060100000 INSURANCE-PHYSICAL DAMAGE			
Allocation from SunLine Transit Agency for insurance related to vehicles	400	239	(161)
Sub-total	400	239	(161)
5060300000 INSURANCE-GENERAL LIABILITY			
Allocation from SunLine Transit Agency for defense and indemnity coverage relating to covered occurrences under general liability insurance	2,487	4,028	1,541
Sub-total	2,487	4,028	1,541
5060401000 INSUARANCE PREMIUM WC			
Allocation from SunLine Transit Agency for workers compensation premium costs	9,225	13,507	4,282
Sub-total	9,225	13,507	4,282
5079900000 FUEL TAXES			
Fuel tax expenses	20	20	-
Sub-total	20	20	-

SUNLINE SERVICES GROUP DETAIL

Division 96

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
509010000 DUES, MEMBERSHIPS & SUBSCRIPTIONS			
Annual International Association of Transportation Regulators (IATR) membership	725	790	65
Sub-total	725	790	65
509020000 TRAVEL AND TRAINING			
International Association of Transportation Regulators Conference	5,000	5,000	-
Sub-total	5,000	5,000	-
509020002 MILEAGE REIMBURSEMENT			
Mileage reimbursement for staff	100	100	-
Sub-total	100	100	-
5090801000 BANK SERVICE FEES			
Merchant Charges on Credit Cards	3,000	1,000	(2,000)
Sub-total	3,000	1,000	(2,000)
5099900001 STAFF DEVELOPMENT			
General training for staff	800	800	-
Sub-total	800	800	-
Total Expenses	253,597	314,012	60,415

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FY 2018/2019



SunLine Transit Agency
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